



BUSINESS LICENSES
1924 COUNCIL STREET
PO BOX 326
FOREST GROVE, OR 97116-0326
PH (503) 992-3269 FAX (503)992-3199
WWW.FORESTGROVE-OR.GOV

APPLICATION FOR CITY BUSINESS LICENSE

☐ This is an amended application

Business Name:		Business Owner: (if owned by a corporation, provide corporate name and local contact.)	
Business Street Address:		Owner or Corporate Address (if different than Business Address):	
Business Mailing Address (if different):		Owner or Corporate Telephone (if different than Business Phone #):	
Business Telephone:		Describe nature and type of business at this location:	
Local Contact Name & Email (license cannot be emailed):			
Business/Building Square Footage:	Property Owner or Management Company (if not owner):		Phone:
# of FTE working in Forest Grove (includes owners):		Fee owed (from fee calculation worksheet attached):	

Emergency Contacts:

Primary emergency contact:	Phone: (Day and night)	Relationship to business/owner:
Secondary emergency contact:	Phone: (Day and night)	Relationship to business/owner:

Is this a home business? ☐ Yes ☐ No

Is this a mobile business? ☐ Yes ☐ No

* Contact the Community Development Dept. to be sure your home business complies with all relevant city codes.

Type of Business:

- ☐ Corporation ☐ Limited Liability Partnership (LLP) ☐ Non-Profit
☐ Limited Liability Company (LLC) ☐ Partnership ☐ Sole Proprietor/Individual

Business Category:

- ☐ Contractor
– CCB #/exp date _____ (a copy of your CCB license is required to be attached to this application)
– Metro #/exp date _____ (a copy of your Metro license is required to be attached to application, if applicable)

ALL REMODLING REQUIRES A BUILDING PERMIT

- ✓ A fire inspection may be required before occupying the building or opening for business. Please contact the Fire Marshall's office, located at 1919 Ash Street, at (503) 992-3176 for questions or to arrange for an appointment.
- ✓ All new businesses should contact the Community Development Department, located in City Hall at 1924 Council Street, for zoning compliance.
- ✓ A fee is required. See separate fee calculation worksheet. The City requires a business license and fee in order to raise revenue. Issuance of a business license does not excuse a business from compliance with applicable federal, state and municipal laws, including regulations of the City. The undersigned declares, under penalty of law, that the information in this application is true. A copy of this application may be disclosed to requestors under Oregon's Public Records Law.

Signature of Authorized Representative

Print Name

Date



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Business Name _____

BUSINESS LICENSE FEE CALCULATION

Application Fees:

New Business License Application Fee: \$25.00 \$ 25.00

PLUS: +

ANNUAL/RENEWAL (BASED ON NUMBER OF FTEs – see definition below) *

Businesses with 0 to 2.5 full-time equivalents	\$35.00
Businesses with 3 to 4.5 full-time equivalents	\$50.00
Businesses with 5 to 10.5 full-time equivalents	\$75.00
Businesses with 11 to 50.5 full-time equivalents	\$100.00
Businesses with 51 or more full-time equivalents + \$1 per FTE over 50 <i>Capped at \$250.00 annually</i>	\$100.00

Total number of FTEs

\$

Full Time Equivalent (FTE) definition:

- An employee working thirty-two (32) or more hours per week throughout the year shall be considered full-time and shall count as one (1) FTE.
- An employee working less than thirty-two (32) hours per week or who is a temporary or seasonal employee shall be counted as one-half (0.50) of an FTE.
- For a landlord/property owner, the FTE would be 1.

EQUALS: =

TOTAL AMOUNT DUE: \$

Minimum amount due for new license \$60.00

* *Payment must be cash, check, or money order only.*

*** Contractors – There is no fee due if copy of active Metro license accompanies this application.**
Also, please include a copy of your active CCB license. This must be kept up-to-date, or permits cannot be processed.